

**REQUEST FOR QUOTATIONS - (RFQ)**  
**RFQ-DC-07-00252**

External Peer Reviews of  
OSWER NEBA Case Studies

**Issue Date: July 18, 2007**

**Due Date: August 17, 2007**

<b>FROM:</b> USEPA, Mail Code: 3805R Attn: Tom Moomaw 1200 Pennsylvania Ave., NW Washington, DC 20460 E-mail: <a href="mailto:moomaw.leo@epa.gov">moomaw.leo@epa.gov</a> Phone: 202-564-4482 Fax: 202-565-2558	<b>TO: ALL PROSPECTIVE OFFERORS</b>
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**Special Note:**

The U.S. Environmental Protection Agency (EPA) is issuing this competitive RFQ to solicit Service Disabled Veteran Owned Small Businesses (SDVOSB) capable of providing the services identified in the attached statement of work (SOW). This procurement is 100% set-aside for SDVOSB firms. If you are interested in this requirement, you may participate by submitting your response in accordance with the following instructions:

1. The RFQ response is due by 11:00 am local time, Washington, DC, Friday, August 17, 2007.
2. **Submission shall be via email.** Quotes submitted in any other fashion will not be considered. Due to EPA server restrictions, please limit the size of each email with attachments to 2MB.
3. Offerors shall submit both a written technical quotation and a separate price quotation for the purposes of assuring that the prospective contractor is fully cognizant of the scope of this requirement and has the capability to complete all SOW requirements.
4. All questions shall be submitted via email within ten business days. Questions shall be submitted to: [moomaw.leo@epa.gov](mailto:moomaw.leo@epa.gov). Telephone inquiries will not be accepted.

Offerors are requested to notify EPA via email of their intent to submit a quote within ten business days. If you have questions regarding this requirement, please submit your inquiries immediately via email and no later than 11:00 am local time, Washington, DC, Wednesday, August 1, 2007.

**Submission Requirements**

Your quote must cite your taxpayer identification number (TIN) and Dun & Bradstreet Number (DUNS). Please ensure that your firm is Central Contractor Registration (CCR) certified (<http://www.ccr.gov>). Your quote must include a verification that your firm's Representations/Certifications are available to be retrieved from the online reps

and certs (ORCA) website: <https://orca.bpn.gov/>

### **Assumptions, Conditions or Exceptions**

Offerors must submit all, if any, assumptions, conditions or exceptions with any of the terms and conditions of this solicitation including the SOW. If not noted in this section of your quote, EPA shall assume that the offeror proposes no assumptions for award, and agrees to comply with all terms and conditions as set forth herein.

### **Evaluation Factors**

Please refer to attachment 2.

The Government's estimated level of effort for this requirement is 430 LOE hours. The schedule below identifies estimated hours for each Task.

### **Price Quotation**

Offeror's price quotation shall be separate from the technical quotation. The government anticipates a fixed price level-of-effort purchase order. Price quotes shall include the offeror's fully-loaded hourly rates including all applicable discounts for the required 430 hours of support.

### **Schedule**

The Government's estimated level of effort for this requirement is 430 LOE hours.

Tasks	Total Hours	Period
1. Workplan	55	Award + 15 calendar days
2. Select Peer Reviewers	90	Workplan approval + 7 calendar days
3. Prepare charge questions + conduct review	125	Selection of peer reviewers + 7 calendar days
4. Compile Review comments + prepare final report	160	Receipt of comments from peer reviewers + 7 calendar days
Total	430	

### **Period of Performance**

The period of performance for this effort shall be from date of award to March 1, 2008.

### **Response Date**

Offerors shall respond to this RFQ prior to 11:00am local time, Washington, DC, Friday, August 17, 2007. Please submit your responses to the following address:

[moomaw.leo@epa.gov](mailto:moomaw.leo@epa.gov)

### **Summary**

Your quotation must include:

1. An executed copy of the Standard Form 18. Please ensure blocks 12 thru 18 are completed.
2. A technical and price quotation as described above.

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